



VACATION WAITLIST FORM >>[CLICK HERE](#)<<

YOU MUST SIGN INTO YOUR OWN AERONET ACCOUNT
FOR THE FORM TO WORK PROPERLY.

ONLY ONLINE SUBMISSION WILL BE ACCEPTED.

COLLECTIVE AGREEMENT:

Article 14.01.05 Vacation dates will not be exchanged between employees without prior approval of the Company and the Union District Chair or their designated alternate. *The approval will be done through the waitlist process.

Article 14.06.01 Vacation periods which become available will be offered to employees who are on a waiting list in order of seniority. Preference will be given to an employee changing their first round. An employee's first round shall only be split one time and all subsequent rounds will be bid in seniority order. Once accepted these dates will become their assigned dates. *Notwithstanding the above, the vacation waitlist will not be actioned for any vacation becoming available less than 21 days ahead of time.

APPENDIX 6 - Vacation Waitlist Process (Article 14.06.01)

- Vacation waitlist forms will be made available following the conclusion of the vacation bid process.
- A separate vacation waitlist form must be completed for each vacation period that an employee is requesting to move.
- Completed forms will be submitted to the resource office and date stamped.
- Forms will be filed based on the following order;
 - First Round Vacation request by seniority and status
 - All remaining requests by seniority and status
- At the start of each month, the company and the local DC will review the open weeks for the remainder of the year and action the vacation waitlists jointly.
- All vacation waitlists will be automatically awarded, and the employee will be notified by email with a copy to the DC.
- All other existing vacation change requests will be null and void. A new form will need to be submitted for further request.
- A vacation waitlist will not be actioned for any vacation becoming available less than 21 days ahead of time, unless mutually agreed.
- The company will endeavor to develop an automated process for all vacation waitlists.

HOW TO FILL IN THE ONLINE VACATION WAITLIST:

1 to 6. Input your personal information.

7. If you participate in the yearly vacation e-bid process, you should be able to retrieve your confirmation email and determine your vacation bid round. For those that did not participate in the e-bid process (new hires) the assigned vacation will be your First Round. Please refer to FAQ#10 to #13 below for more information.

7. PLEASE INDICATE WHICH ROUND THIS IS: *

Select your answer

8. Pick the week you CURRENTLY have for exchange.

8. PLEASE SELECT THE **FIRST OR ONLY** VACATION WEEK IN THIS ROUND YOU WOULD **LIKE TO CHANGE**. *

Select your answer

9. If you have consecutive weeks in selection #8, please indicate how many weeks you would like to change within this request. Example: You have 2 weeks consecutively and you only want to change the first week to something else you would indicate "1". If you need to move both weeks you would indicate "2".

9. PLEASE INDICATE THE **NUMBER OF CONSECUTIVE WEEKS** YOU WOULD **LIKE TO CHANGE**. *

Select your answer

10. Select the week you wish to change to.

10. PLEASE SELECT THE **FIRST WEEK** OF THIS ROUND YOU ARE REQUESTING **TO CHANGE**. *

Select your answer

11. In this section you will have 2 options: "Yes" to add more alternative dates for consideration. This process will repeat until you indicate "No" (If you have no other alternative dates for consideration for change).

11. SHOULD YOUR **FIRST CHOICE** NOT BE AVAILABLE, DO YOU HAVE A **SECOND CHOICE**?

*

Yes

No

12. You can add a remark explaining your choices or you can Leave it blank if you have no comment.

12. **ADDITIONAL REMARKS:**

Enter your answer

Make sure you check off the box "Send me an email receipt of my responses", to get a copy of your request sent to your company email.

Send me an email receipt of my responses

Submit

FAQ (FREQUENTLY ASKED QUESTIONS):

Q1. Is there a way to change multiple vacation request on a single form?

You must fill in a separate request for different vacation weeks you want to change, unless the weeks you are holding are consecutive.

Q2. Can I modify my request?

You can submit a new form and the latest submission will be use during the monthly meeting.

Q3. How do I cancel a request?

If you wish to cancel your vacation waitlist request, please send an email to yyzresource@aircanada.ca (include your full name, employee#, status and which week request you would like to cancel) and CC: info@yyzd301.com with subject line "Vacation Waitlist Cancellation Request". The withdrawal request must be made in advance to the monthly meeting date.

Q4. Can I cancel an approved request?

No, if a vacation change has been granted, you will need to submit a new form.

Q5. When will the company action the Vacation Waitlist?

At the beginning of each month, the company and union will meet to review the Vacation Waitlist.

Q6. Is there a deadline for a submission?

Any submission on the day of meeting, will not be considered for the current meeting. If the request is valid for the next month, it will be kept on file.

Q7. If I did not get approve for a change, do I need to submit a new form?

The form will be kept on file unless the employee decides to cancel the request or the form becomes invalid (expired or the request falls within the 21 days of the meeting).

Q8. Why isn't my request being approved?

- a) Incorrect input on the form. Example: Question #8 If you failed to indicate the correct week you currently have to release for change.
- b) Request for week for change to/from, will not be considered if it falls within the 21days from the meeting date.
- c) Part-time, Full-time, Lead, Concierge has different allotments and are not mixed together.
- d) If you request to change 2 weeks consecutively and only 1 out of the 2 weeks is available the request will be rejected.

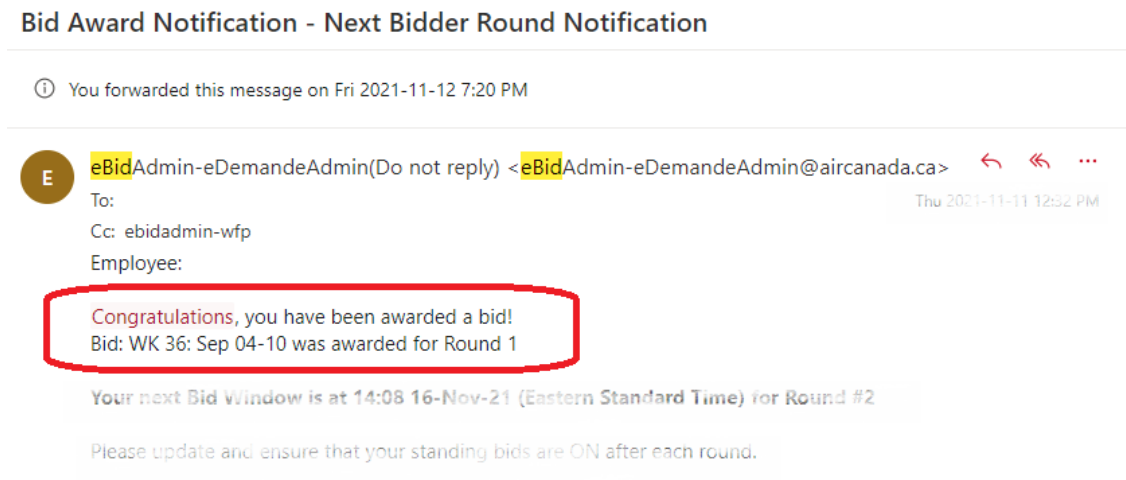
Q9. How do I know if my request has been approved?

After a meeting, the company will send out email to employees with approved request.

Q10. How do I find out which round I bid my week on?

If you participated in a vacation ebid, you should have received an email confirmation email after each successful Round of bid.

- Open your company email
- Search for "Ebid" or ebidadmin-edemandeadmin@aircanada.ca
- Look for the Bid Award Notification that contains the ebid awarded for Round 1 (First Round).



Q11. Why do I need to input the correct Round on the form?

As per our Collective agreement the First Round will have special consideration before all other Rounds.

Q12. My First Round has been approved for a change but I want change it again, should I indicate on the new request form as my First Round still?

Since you can only use the First Round only once, any future request for changes to First Round will be considered as Second Round.

Q13. I have multiple weeks on First Round and I was successful in changing one of the weeks, if I later decide to change the rest of the weeks within the First Round should I indicate on the form First Round?

Since a previous change was approved within the First Round, all other future request within First Round will be considered as Second Round.